

## **Parks and Natural Resources**

### **VOLUNTEER POSITION DESCRIPTION**

**Position Title:** Park Steward

#### **About Saint Paul Parks and Recreation**

To help make Saint Paul the most livable city in America, Saint Paul Parks and Recreation facilitates the creation of active lifestyles, vibrant places, and a vital environment. Saint Paul Parks and Recreation features more than 170 parks and open spaces, over 100 miles of trails, Como Zoo, Marjorie McNeely Conservatory, 33 Recreation Centers, two golf courses, indoor and outdoor aquatic facilities, a public beach, sports facilities and rental facilities for weddings, picnics, and corporate events.

#### **Goal/Purpose of Position**

With approximately 3,200 acres of parkland, 100+ miles of trails, and over 170 parks, Saint Paul Parks staff simply can't do it alone. Through simple maintenance-based activities, Park Stewards serve the community by helping Parks' staff create a clean, safe, and pleasant atmosphere at all locations within the Saint Paul parks system. Park Stewards are volunteer groups or individuals who assist in the upkeep and general beautification of Saint Paul's parks and trails. The Park Steward program is designed to enhance - not replace - regular maintenance of the parks.

#### **Major Responsibilities**

- pick-up litter and help maintain clean parks and natural areas
- Weed sidewalks, small gardens, or other designated areas
- Report vandalism, illegal dumping, graffiti and other park hazards
- Engage in and assist in special park projects
- Other beautification tasks as needed and approved by staff

#### **Impact**

Each time you volunteer you will leave a park in better condition than you found it. Clean, well-kept parks and trails are safer and healthier places for residents. Your volunteer efforts help generate pride in our parks and demonstrate a commitment to your community. As an individual, group or business, you can help create a better outdoor environment in Saint Paul.

#### **Qualifications**

- Group or individual concerned with maintaining a clean, safe and pleasant community atmosphere in Saint Paul's parks
- Ability to work independently without supervision
- Physically able to perform manual labor – light to moderate difficulty

#### **Benefits**

- Gratifying volunteer work - see and enjoy the impact of your volunteer efforts immediately
- Flexible scheduling – set your own volunteer schedule and work independently
- Get outside and exercise while volunteering
- Enrich, beautify, and take pride in your local community

**Requirements:**

- Submit reports and log volunteer hours once per month
- Volunteer must be 18 years or older or have signed permission from guardian

**Forms**

Volunteers are required to review, sign and return the following forms:

- Volunteer position description, consent and liability
- Volunteer Agreement
- Under 18 Volunteer Form (only if participant is over 16 and under 18)

**Commitment**

Volunteer commitment is for one calendar year *or* starting on the date of assignment and expiring on December 31st of that year. Volunteers create their own schedule in accordance with the guidelines below, and are required to submit reports and log hours once per month or as needed. Reports are submitted via email to the Volunteer Coordinator.

- April through October: minimum of two site visits to your park each month
- November through March: optional or as needed

**Supervisor:** Site supervisor is the Park Maintenance staff at the park. Overall volunteer program supervisor is the Volunteer Coordinator. Volunteers contact site supervisor for questions pertaining directly to the on-site/field work, and contact the Volunteer Coordinator for questions regarding the volunteer program.

**Submitting Reports and Hours:** Park Stewards submit a monthly report that informs staff of work completed, hours logged, maintenance needs and/or observations. This is a critical element of the success of the Park Stewards program and allows Parks staff to communicate with volunteers on a regular basis. Every hour of volunteer time we can log and report strengthens grant writing opportunities to help the City obtain funds to sustain and improve our park system, trails and natural areas.